



**Bid Number FY16-210-43**  
**The City of Manchester**  
Department of Public Works  
February 5, 2016

***REQUEST FOR QUALIFICATIONS AND EXPERIENCE***

**Environmental Protection Division, Boiler Replacement Project**

The City of Manchester, NH, through its, Department of Public Works, Environmental Protection Division (EPD) and Facilities Division, is requesting proposals for the professional design, consulting, and construction administration services associated with industrial boiler replacement, mechanical and electrical construction at the Environmental Protection Division facility.

**1) Summary**

The objective of this project is to renovate the existing mechanical room and heating equipment at the EPD Operations located at the City's wastewater treatment plant, 300 Winston Street, Manchester, NH 03103. This project will consist of the following projects, at a minimum:

- a. Complete survey of existing steam boiler plant and existing heating systems.
- b. Remove three (3) 250HP steam boilers and appurtenances.
- c. Remove two steam to hot water converters, piping and equipment.
- d. Installation of new gas/oil high efficiency hot water condensing boilers.
- e. Conversion to hot water heating in to be defined areas of complex.
- f. Recommendations for improvements to existing HVAC systems.
- g. Electrical improvements.
- h. BAS upgrades for installed equipment.
- i. Bid package including plans and specifications.
- j. Construction Administrative support.

The Engineer will be required to work in conjunction with the EPD and Facilities Division representatives in order to fully define the project's scope of work and corresponding layout for the improvements.

The Engineer's work will include but, not necessarily be limited to, the following:

- a. Extensive preliminary field investigations and report of all building heating systems.
- b. Schematic design.
- c. Initial costs estimates with alternatives.
- d. Field detail surveys.
- e. Design engineering. Including sizing of equipment.
- f. Coordination of utility work.
- g. Utility, Rebate submissions.
- h. Final contract drawings and bidding documents.
- i. Construction cost estimates.
- j. Construction Administration.
- k. Punch list, as builds and closeout.

It is currently our intention to have the project bid for construction in spring of 2016.

**2.) Requested information to be included in RFQ/E Response.**

- a. Provide statement of qualifications and experience that includes, signed cover letter with the name and address of engineering consultant, marked “EPD, Boiler Replacement Project” and expressing interest and capability to perform the work.
- b. Description of the team organizational structure, including a chart identifying the Project Manager, sub consultants, and responsibilities of team members.
- c. Qualifications and pertinent experience in providing A/E services for similar programs and projects, familiarity with large facilities, operations, and construction.
- d. Experience in the design and construction of boiler room facilities, operational requirements, and public works regulatory requirements.
- e. Ability to provide a local presence for client and job site activities.
- f. Experience with local construction methods, materials, costs, inspection, and testing methods.
- g. Description of specific resources to be used to provide such services.
- h. Hourly rates for each professional and technical staff person to be utilized for this project. Include overhead and profit in hourly rates.
- i. Submit above requested information and deliver seven (7) copies to Eric Krueger, Department of Public Works, Facilities Division, 475 Valley Street, Manchester, NH 03103 no later than **3:00 PM March 1, 2016**

The City will utilize the appropriate sections from Chapter 39: Procurement Code of the Code of Ordinances of the City of Manchester to finalize the engineering candidates for the short listing process and invitation to submit a request for proposal.

A minimum of three proposals, if available, shall be evaluated and selection made based on demonstrated competence, qualifications and project approach for the services required. Where applicable to a particular project, factors such as the following shall be

used in tentatively selecting engineering firms:

- a) Specific experience with similar projects.
- b) Specific experience with earlier phases of the same project.
- c) Background & experience of staff members who would be assigned to the job.
- d) Availability.
- e) Locality of firm.
- f) Ability to communicate ideas.
- g) Ability to supply all of the major disciplines necessary to perform the work.
- h) Qualifications of subcontractors/subconsultants.
- i) Conceptual design/project approach.
- j) Ability of firm to meet desired schedule and cost requirements.
- k) Responsiveness and completeness to requirements contained in the RFQ/E.
- l) Financial capabilities of the firm

Selection criteria may be established in order to determine the best overall proposal. The criteria may incorporate a weighting system for the proposals received.

Selection shall be ultimately based on demonstrated competence, qualifications and project approach.

Once the City has reviewed the RFQ/E, interviewed selected firms, and short listed selected firms, an invited Request for Proposal (RFP) by the City of Manchester will be asked for at a later date.

END of RFQ/E Request.